



PURCHASE ORDER

Supplier : **PHILCOPY CORPORATION** P.O. No. : 2019-11-BLR2 (0212024)
Address : Philcopy Bldg. 793, J.P. Rizal Avenue, Makati City Date : BV-DC086-0045
December 23, 2019
Email Address : ortigas@philcopy.net Mode of Procurement : Direct Contracting
Telephone Nos. : (T) 8687-2085 or 85 (F) 8636-6942 End-User : Administrative Service-Asset Management Division
TIN :

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Deped Central Office Delivery Term : Within thirty (30) calendar days after receipt of
Date of Delivery : Within thirty (30) calendar days after receipt of Purchase Order Payment Term : (see Terms and Conditions)

Project Title: **Supply and Delivery of Consumables for Printing Machines from Exclusive Distributors**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL BID PRICE (IN PHP)
PHILCOPY				
FY 2018				
Kyocera Tasfalka-6052CI TK-8519K toner	pc	4	PHP 10,595.00	PHP 42,380.00
Kyocera Tasfalka-6052CI TK-8519C toner	pc	2	PHP 19,936.00	PHP 39,872.00
Kyocera Tasfalka-6052CI TK-8519M toner	pc	2	PHP 19,936.00	PHP 39,872.00
Kyocera Tasfalka-6052CI TK-8519Y toner	pc	2	PHP 19,936.00	PHP 39,872.00
FY 2019				
Kyocera Tasfalka-6052CI TK-8519K toner	pc	5	PHP 10,595.00	PHP 52,975.00
Kyocera Tasfalka-6052CI TK-8519C toner	pc	1	PHP 19,936.00	PHP 19,936.00
Kyocera Tasfalka-6052CI TK-8519M toner	pc	1	PHP 19,936.00	PHP 19,936.00
Kyocera Tasfalka-6052CI TK-8519Y toner	pc	1	PHP 19,936.00	PHP 19,936.00
TOTAL				PhP274,779.00

(Total Amount in Words) Two Hundred Seventy Four Thousand Seven Hundred Seventy Nine and 00/100

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

ATTY. SALVADOR C. MALANA III

Assistant Secretary

Procurement and Administration

Authorized Official

Conforme:

HAROLD VINCENT P. TULAUAN

Signature Over Printed Name of Supplier

12/27/2019

Date

310200100004000 -

ALLOTMENT AVAILABLE

SELWYN C. BRIONES
Supervising Administrative Officer
OIC, Budget Division

Funds Available: **₱274,779.-**

MA. RHUNNAL CATALAN

Chief Accountant

OS No. : 02-10101-2019-1224740

Amount : **₱274,779.-**

TERMS AND CONDITIONS

1. Supplier shall be responsible for the source(s) of its supplies/materials/equipment; and shall make deliveries in accordance with schedule, quality and specifications of the award or purchase order (PO). Failure by the Supplier to comply with the same shall be ground for cancellation of the award or purchase order issued to the Supplier and for awarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.
2. Supplier shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the supplier. Thereafter, if the purchase order remains unclaimed, the said purchase order shall be sent by courier service to the Supplier at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.
3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.
4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier.
5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.
6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity. Supplier hereby commits a 3-month warranty on the goods in this PO.
7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
8. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Procuring Entity.
9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
10. One hundred percent (100%) of the Contract Price shall be paid to the supplier in accordance with the Government disbursement procedure after acceptance of the complete Goods at Project Site and submission of the claim for payment and supporting documents, e.g.:
 - i. Original and 4 copies of the Suppliers Invoice showing the Goods description, quantity, unit price and total price
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchase Order

Conforme:


HAROLD VINCENT P. TULUAN

Signature over printed name of Supplier

12/27/2019

Date